

RESOLUTION #8 - 1994

A *Resolution* of the Board of Supervisors of Honey Brook Township setting forth policy to assure compliance with the Public Records Law; to preserve the integrity of Township files; and to minimize the financial impact to the Township regarding the time spent in research and copying of Township files.

BE IT RESOLVED by the Board of Supervisors of Honey Brook Township that it shall be the policy of the Township to comply fully with the Public Records Law pursuant to the provisions of this *Resolution*. Recognizing that Township files are to be kept secure and that time and costs are involved when access to files by the general public is required, the Board of Supervisors does hereby set forth the following procedures and expense reimbursement requirements as follows:

1. All requests for inspection or reproduction of any public records in the possession of Honey Brook Township shall be made in writing and delivered or mailed to the Township Office, c/o the Township Secretary.
2. The written request shall describe the public record in sufficient detail to enable the Township personnel to locate the record with a reasonable amount of effort, shall indicate whether an inspection or reproduction is desired and shall indicate the time and date when such inspection is desired.
3. Public records will be available for inspection only during normal business hours of the Township as established from time to time and at such times as are convenient and not disruptive to the normal operations of the Township.
4. Upon the request for inspection and/or reproduction, the Township Secretary

shall within ten (10) business days of receipt of such request respond to the request either by phone or in writing indicating whether or not the documents requested are considered public records and if so will schedule the time and date for inspection as well as the fees for extracting and/or reproducing those records. The time and fees shall be an estimate by the Township Secretary.

5. The fee charged by the Township is to minimize the financial impact of files searched and copies reproduced. The following fees must be paid prior to inspection or receipt of reproduced public records as the case may be:

(a) Research time (if required for Township employees designated by the Township Secretary) - \$10.00/hr. or a fractional part thereof. Additionally a \$10.00/hr. charge will be made in order that a designated Township employee assist and remain in the presence of the documents during their review at all times.

(b) Copy charge of \$.25 per page (one side - 8½ x 11). If copies of maps or larger documents are requested, the Township reserves the right to charge for the Township's cost of reproduction.

It is the Township's responsibility to insure that all original Township documents are accurate and in tact. It is the Township's responsibility to assure that all original documents are reasonably protected from the possibility of theft or modification. The Township Secretary shall take steps to minimize the man hours utilized in the research and copying of these documents and shall take responsible measures to protect the Township documents from the possibility of theft or modification.

This *Resolution* approved by the Board of Supervisors of Honey Brook Township this 9th day of February, 1994.

ATTEST:

HONEY BROOK TOWNSHIP
BOARD OF SUPERVISORS

Ruby M. Fitman
Secretary

Dallas D. Ford

John Super

Donald Johnson